

**Request for Proposals  
Community Wildfire Preparedness Plan  
Duchesne County, Utah**

**I. Project Description**

Your firm is invited to submit a proposal to write a Community Wildfire Preparedness Plan for Duchesne County. The Community Wildfire Preparedness Plan will address items such as wildfire history, wildland urban interface, communities at risk, risk assessments, priorities and recommendations, and implementation strategies. Your firm will work with a stakeholder group to identify goals and create an overall strategic plan. Meetings will be held with the public to gather information critical to the plan. The final plan will be presented to Duchesne County for approval by the governing body. The plan must address the minimum requirements for CWPP's as outlined by the State of Utah.

**II. Scope of Work**

The manager of this project is the Duchesne County Fire and Emergency Management Director. The contract format for this project will be consistent with the following items:

Phase 1: Gather Information from Stakeholders and Local Resources.

Attend three meetings throughout the project with stakeholders. Meetings will be held at the Duchesne County Emergency Operations Building located at 1707 North 900 East in Duchesne, Utah. Meetings may last up to 2 hours.

Cooperate with the Director, Fire Warden, and County/City officials in all phases of the project.

Communicate with other agencies involved with wildfire suppression and planning, such as local fire departments, State, BIA and other federal cooperators.

Attend a County Commission meeting to present the project and the consultant may also be asked to attend one additional City or County meeting.

Phase 2 – Public Meetings

Hold at least two meetings with the public in Duchesne County.

Prepare necessary public announcements and advertising for meetings via radio, newspaper and social media outlets.

Conduct meetings and prepare agenda items. Prepare handouts to receive public input regarding fire mitigation and planning.

Gather information from the public to include in the plan.

### Phase 3 – Write Final Plan

Review all comments and feedback from Phases 1 and 2.

Final plan shall address the following items:

Wildfire history, wildland urban interface, communities at risk, risk assessments, priorities and recommendations for hazard areas, implementation and strategies of hazard areas, public input, maps of hazard areas, geography and land use, and correlate with other state and federal plans.

Appendices shall include the following: contact information for local/state/federal wildland fire partners, local utility companies, government buildings, fire offices/departments, road departments, water departments, and a guide for the homeowner on preparing for wildland fires. A summary of public input may be included in the appendices rather than in the main part of the plan.

The project fee should be reflected as a lump sum bid for the plan tasks included in the scope of work. Ten copies of the final plan shall be provided; either spiral bound or in binders. An electronic (Microsoft Word) copy of the plan shall also be provided to the County. Copies shall be color printed. Other costs, such as attending extra City, County, District, or stakeholder meetings should be listed separately.

### **III. Anticipated Project Schedule**

Release of RFP:	April 8, 2019
All submissions due no later than:	May 29, 2019 @ 4:00 p.m.
Bids opened:	June 3, 2019
Presentation to selection committee:	By appointment (if required)
Final Award:	June 10, 2019
Desired Completion Date:	October 31, 2019

Each proposal shall include the following:

Project narrative: Generally, describe your understanding of the goals and challenges of the Project and explain how you will address them.

Identify the entities, principals, and partners who will compose your team (including brief resumes for the primary contact and key personnel) and specify team members' responsibilities.

Describe the relevant experience of the proposed project and team members. Please include descriptions of your experience with similar projects and describe your past successes and failures in implementing projects of this type.

Describe how you will communicate with the County and establish clear lines of responsibility upon which the County can rely during the implementation of the project.

References from completed projects. The County may, at its discretion, contact references and industry sources, investigate current commitments and take other information into account in its evaluation of responses.

Describe any lawsuits in which you were named as a defendant as a result of your work and the outcomes of the lawsuits.

Anticipated schedule for completing the various phases of the project.

Please state your Professional Fees for the plan included as a lump sum bid. Respondents shall submit three copies of the proposal with the requested information in a sealed envelope marked "Duchesne County CWPP" no later than 4:00 p.m. on May 29, 2019 to: Duchesne County Emergency Management, P.O. Box 228 Duchesne, Utah 84021 or hand delivered to the County Clerk's Office at 734 N Center Street, Duchesne. *Proposals will not be accepted electronically!*

Questions about the RFP can be directed to Mike Lefler, Fire and E.M Director by email to [mlefler@duchesne.utah.gov](mailto:mlefler@duchesne.utah.gov) or by phone at (435) 738-1226.

Bids will be opened at the Duchesne County Commission Meeting, 734 North Center Street, Duchesne, Utah at on June 3, 2019. Depending on the proposals received, consultants *may* thereafter be requested to make a presentation to a selection committee. The final award will be announced on June 10, 2019, unless a selection committee recommendation is pending.

## **VI. Proposal Evaluation and Selection Process**

Proposals will be judged upon the following criteria:

- Respondent's ability to meet project's criteria as set forth herein
- Respondent's experience with similar projects
- Respondent's demonstrated ability to complete projects in a timely fashion
- Respondent's apparent ability to work closely with County
- Project Fee

Once the most favorable proposal is recognized and the successful respondent notified, contract negotiations will begin immediately thereafter to negotiate the schedule and finalize contract terms. A copy of the general contract form used by the County is available on request.

## **VII. General Conditions**

All materials submitted become the property of Duchesne County and will not be returned.

Respondents bear all costs associated with responding to this RFP, and Duchesne County will provide no compensation for these costs.

This RFP and the selection process shall in no way be deemed to create an obligation on the part of the County to enter into a contract with any entity responding to this proposal. A copy of the County's general contract form is available on request.

The County in its sole discretion will determine the best response to this Request for Proposals and will select a respondent based upon total review and analysis of each offer.

The County reserves the right to reject any and all responses, to select the most qualified bidder based upon price, recommendations, previous work, information submitted, and to waive irregularities in the proposals.